

**Script Name**  
**Description**  
**Created By**  
**Prerequisites**  
**Outputs**

Reports  
This script contains the process of selecting and printing Accounting reports in the Reports Module  
Heather Towhidian  
Report Triggered in Appropriate Module

**Use Cases Covered**  
**Conditions Covered**

Waivers, Hold Schools, Awards, Accounting, FISAP Submit, Email, PART, PLIST

Step:	Value to Enter	Expected Results	Actual Results	Pass/Fail	SIR#	Test Conditions
	<b>Log in</b>					
1	Enter <http://dev.cbs.sfa.ed.gov:8531/CBSWebApp/admin/adminWelcome.jsp> into the browser address window	window "Enter Network Password", asking for user's name and password is displayed. (Testing only)				
2	Type <cbs> as your username and <cbsdev> as your password	Field accepts values				
3	Click <OK>	The system displays the Campus-Based Admin Login page. In the center of the page is a Login button. There is a following instruction notifying the Admin User how to proceed: "Welcome to Campus-Based Administration. To access the Campus-Based Admin site: 1. Select the "Login" button, 2. Enter your PIN information. The PIN serves as your identifier to let you access information in systems for the Department of Education. If you do not have a PIN, go to the Department of Education PIN Registration site to apply, 3. Enter the Campus-Based Admin TG Number, 4. After login authentication is complete, the Campus-Based Admin home page will be displayed." If your security rights have not yet been established, contact the CB Security Officer at the Campus-Based Programs office.				
4	Select <Log In> button	Network login screen appears.				
5	Type <integrate> as your username and <pin1026> as your password	Field accepts value (this step is for testing purposes only and will not be necessary in February).				
6	Select <OK> or if security browser was displayed, click <Yes> button to accept	The System displays the PIN Authentication site with the following fields: social security number, first two letters of last name, date of birth, and PIN. The PIN Authentication site is outside of the eCB System.				
7	Enter <222334444> into the SSN field	Field accepts value.				
8	Enter <IM> into the first two letters of last name field	Field accepts value.				
9	Enter <10221970> in the DOB field	Field accepts value.				
10	Enter <2309> in the PIN number field.	Field accepts value.				
11	Select <Submit Request> button	Security Alert message comes up.				
12	Select <Yes> button	The System displays a screen where the Admin User enters the Admin TG number. There is a field to enter a TG number. There is a Next button. There is a following instruction notifying the Admin User how to proceed: "Please enter your TG number using uppercase letters. TG number is case sensitive."				
13	Enter <TG08899> into the TG field	Field accepts value.				
14	Click <Next> button	The System displays the Campus-Based Admin home page. The following links are displayed on the left navigation bar: Accounting, Admin Security, Awards, ComLog, Communications, FISAP Update, FISAP View, Hold Schools, Manual Adjustments, New Schools, PART, PLIST, Recalculation, Reports, Tracking, Waivers, Work Colleges, Logout.				
15	<b>Admin User Enters Reports Module</b>					

Step:	Value to Enter	Expected Results	Actual Results	Pass/Fail	SIR#	Test Conditions
16	Select the <Reports> link from the left navigation bar	The System displays the main reports page, which gives an overview of the types of reports available: The Reports module allows you to view and print statistical data for all schools as well as individual schools. Reports are available for the modules below. Select a link on the left navigation bar to access the reports for that module. For reports that are not specific to a module, select the Custom link. A. Accounting Select the Accounting link to view transactional data such as a school's ATH or eSOA. B. Awards Select the Awards link to view worksheets, school funding information, and other data relating specifically to Awards. C. E-mail Select the E-mail link to view text for e-mail notifications. D. FISAP Select the FISAP link to view FISAP-specific reports. E. Hold Schools Select the Hold Schools link to view various reports including hold school status and notification letters. F. PART Select the PART link to view procedure activity statistics. G. PLIST Select the PLIST link to view summary reports of schools with excess liquid capital status and to view excess liquid capital notifications.				
17	<b>Admin User Seeks Accounting Reports</b>					
18	Select <A. Accounting Link> from the left navigation bar	The System displays the Accounting Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed. Links include: <b>General Reports</b> The following links are in the General Reports column of the Accounting Reports page: Rejected Transactions On Hold Transactions Approved Transactions Authorization Balances Authorization Balances Last Five Years <b>Reports By School</b> The following links are in the Reports By School column of the Accounting Reports page: Accounting Transaction History (ATH) eSOA (Electronic Statement of Account)				
19	<b>Admin User Seeks General Accounting Reports</b>					
20	Select the <Rejected Transactions> link under General Reports	The System displays the Rejected Transactions report				
21	Select <File> from the top navigation bar	The System displays the File Menu				
22	Select <Print> option from the file menu	The System displays the Print Menu				
23	Select the <Print> button	The System prints the document				
24	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Accounting Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
25	Select the <On Hold Transactions> link under General Reports	The System displays the Rejected Transactions report				
26	Select <File> from the top navigation bar	The System displays the File Menu				
27	Select <Print> option from the file menu	The System displays the Print Menu				
28	Select the <Print> button	The System prints the document				
29	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Accounting Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
30	Select the <Approved Transactions> link under General Reports	The System displays the Approved Transactions report				
31	Select <File> from the top navigation bar	The System displays the File Menu				
32	Select <Print> option from the file menu	The System displays the Print Menu				
33	Select the <Print> button	The System prints the document				

Step:	Value to Enter	Expected Results	Actual Results	Pass/Fail	SIR#	Test Conditions
34	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Accounting Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
35	Select the <Authorization Balances> link under General Reports	The System displays the Approved Transactions report				
36	Select <File> from the top navigation bar	The System displays the File Menu				
37	Select <Print> option from the file menu	The System displays the Print Menu				
38	Select the <Print> button	The System prints the document				
39	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Accounting Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
40	Select the <Authorization Balances Last Five Years> link under General Reports	The System displays the Approved Transactions report				
41	Select <File> from the top navigation bar	The System displays the File Menu				
42	Select <Print> option from the file menu	The System displays the Print Menu				
43	Select the <Print> button	The System prints the document				
44	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Accounting Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
45	<b>Admin User Seeks Accounting Reports by School</b>					
46	<b>Admin User Selects a School</b>					
47	Select the <Serial #> radio Button from the top navigation bar	Button populated with a black dot when selected				HS003
48	Enter <001953> in the field Labeled 'Search For'	Field Accepts Value				HS003
49	Select <2002-2003> from a dropdown menu labeled "Campus-Based Year"	Field Populates with correct year				HS003
50	Click <Go> Button	The system populates the University of Massachusetts in the Name Field and 001953 in the Serial Number Field.				
51	Select the <eSOA> link under Reports by School	The System displays the eSOA report				
52	Select <File> from the top navigation bar	The System displays the File Menu				
53	Select <Print> option from the file menu	The System displays the Print Menu				
54	Select the <Print> button	The System prints the document				
55	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Accounting Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
56	Select the <Accounting Transactions History File> link under Reports by School	The System displays the ATH report - Old Accounting Transaction History Report				
57	Select <File> from the top navigation bar	The System displays the File Menu				
58	Select <Print> option from the file menu	The System displays the Print Menu				
59	Select the <Print> button	The System prints the document				
60	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Accounting Reports page.				
61	<b>Admin User Seeks Award Reports</b>					

Step:	Value to Enter	Expected Results	Actual Results	Pass/Fail	SIR#	Test Conditions
62	Select <B. Awards Link> from the left navigation bar	The System displays the Awards Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed. Links include <b>General Reports</b> The following links are in the General Reports column of the Awards Reports page: Award Differences FSEOG Award Differences FWS Award Differences FPL Reallocation Report Expended Amount Greater Than Award Amount <b>Reports By School</b> The following links are in the Reports By School column of the Awards Reports page: Final Award Cover Letter Tentative Award Cover Letter Perkins Loan Service Cancellation Letter Close Out Letter Tentative Award Worksheet Final Award Worksheet Supplemental Award Worksheet Perkins Service Cancellation Worksheet				
63	<b>Admin User Seeks General Award Reports</b>					
64	Select the <Award Differences FSEOG> link under General Reports	The System displays the Award Differences FSEOG report				
65	Select <File> from the top navigation bar	The System displays the File Menu				
66	Select <Print> option from the file menu	The System displays the Print Menu				
67	Select the <Print> button	The System prints the document				
68	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Awards Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
69	Select the <Award Differences FWS> link under General Reports	The System displays the Award Differences FWS report				
70	Select <File> from the top navigation bar	The System displays the File Menu				
71	Select <Print> option from the file menu	The System displays the Print Menu				
72	Select the <Print> button	The System prints the document				
73	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Awards Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
74	Select the <Award Differences Perkins> link under General Reports	The System displays the Award Differences Perkins report				
75	Select <File> from the top navigation bar	The System displays the File Menu				
76	Select <Print> option from the file menu	The System displays the Print Menu				
77	Select the <Print> button	The System prints the document				
78	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Awards Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
79	Select the <Reallocation Report> link under General Reports	The System displays the Reallocation report				
80	Select <File> from the top navigation bar	The System displays the File Menu				
81	Select <Print> option from the file menu	The System displays the Print Menu				
82	Select the <Print> button	The System prints the document				
83	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Awards Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				

Step:	Value to Enter	Expected Results	Actual Results	Pass/Fail	SIR#	Test Conditions
84	Select the <Expended Amount Greater Than Award Amount> link under General Reports	The System displays the Expended Amount Greater Than Award Amount report				
85	Select <File> from the top navigation bar	The System displays the File Menu				
86	Select <Print> option from the file menu	The System displays the Print Menu				
87	Select the <Print> button	The System prints the document				
88	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Awards Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
89	Select the <Supplemental Award Process Letter> link under General Reports	The System displays the Supplemental Award Process Letter report				
90	Select <File> from the top navigation bar	The System displays the File Menu				
91	Select <Print> option from the file menu	The System displays the Print Menu				
92	Select the <Print> button	The System prints the document				
93	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Awards Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
94	<b>Admin User Seeks Award Reports by School</b>					
95	Select the <Serial #> radio Button from the top navigation bar for .	Button populated with a black dot when selected				HS003
96	Enter <003510> in the field Labeled 'Search For'	Field Accepts Value				HS003
97	Select <2002-2003> from a dropdown menu labeled "Campus-Based Year"	Field Populates with correct year				HS003
98	Click <Go> Button	The system populates the School Name in the Name Field and 003510 in the Serial Number Field.				
99	Select the <Final Award Cover Letter> link under Reports by School	The System displays the Final Award Cover Letter				
100	Select <File> from the top navigation bar	The System displays the File Menu				
101	Select <Print> option from the file menu	The System displays the Print Menu				
102	Select the <Print> button	The System prints the document				
103	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Award Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
104	Select the <Final Award Worksheet> link under Reports by School	The System displays the Final Award Worksheet				
105	Select <File> from the top navigation bar	The System displays the File Menu				
106	Select <Print> option from the file menu	The System displays the Print Menu				
107	Select the <Print> button	The System prints the document				
108	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Award Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
109	Select the <Serial #> radio Button from the top navigation bar for .	Button populated with a black dot when selected				HS003
110	Enter <000618> in the field Labeled 'Search For'	Field Accepts Value				HS003
111	Select <2002-2003> from a dropdown menu labeled "Campus-Based Year"	Field Populates with correct year				HS003
112	Click <Go> Button	The system populates the School Name in the Name Field and 000618 in the Serial Number Field.				
113	Select the <Tentative Award Cover Letter> link under Reports by School	The System displays the Tentative Award Cover Letter				

Step:	Value to Enter	Expected Results	Actual Results	Pass/Fail	SIR#	Test Conditions
114	Select <File> from the top navigation bar	The System displays the File Menu				
115	Select <Print> option from the file menu	The System displays the Print Menu				
116	Select the <Print> button	The System prints the document				
117	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Award Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
118	Select the <Tentative Award Worksheet> link under Reports by School	The System displays the Tentative Award Worksheet Letter				
119	Select <File> from the top navigation bar	The System displays the File Menu				
120	Select <Print> option from the file menu	The System displays the Print Menu				
121	Select the <Print> button	The System prints the document				
122	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Award Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
123	Select the <Serial #> radio Button from the top navigation bar	Button populated with a black dot when selected				HS003
124	Enter <000050> in the field Labeled 'Search For'	Field Accepts Value				HS003
125	Select <2002-2003> from a dropdown menu labeled "Campus-Based Year"	Field Populates with correct year				HS003
126	Click <Go> Button	The system populates the School Name in the Name Field and 000050 in the Serial Number Field.				
127	Select the <Perkins Loan Service Cancellation Letter> link under Reports by School	The System displays the Perkins Loan Service Cancellation Letter				
128	Select <File> from the top navigation bar	The System displays the File Menu				
129	Select <Print> option from the file menu	The System displays the Print Menu				
130	Select the <Print> button	The System prints the document				
131	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Award Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
132	Select the <Perkins Service Cancellation Worksheet> link under Reports by School	The System displays the Perkins Service Cancellation Worksheet				
133	Select <File> from the top navigation bar	The System displays the File Menu				
134	Select <Print> option from the file menu	The System displays the Print Menu				
135	Select the <Print> button	The System prints the document				
136	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Award Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
137	Enter <008675> in the field Labeled 'Search For'	Field Accepts Value				HS003
138	Select <2002-2003> from a dropdown menu labeled "Campus-Based Year"	Field Populates with correct year				HS003
139	Click <Go> Button	The system populates the School name in the Name Field and 008675 in the Serial Number Field.				
140	Enter <000020> in the field Labeled 'Search For'	Field Accepts Value				HS003
141	Select <2002-2003> from a dropdown menu labeled "Campus-Based Year"	Field Populates with correct year				HS003
142	Click <Go> Button	The system populates the School Name in the Name Field and 000020 n the Serial Number Field.				
143	Select the <Close Out Letter> link under Reports by School	The System displays the Close Out Letter				

Step:	Value to Enter	Expected Results	Actual Results	Pass/Fail	SIR#	Test Conditions
144	Select <File> from the top navigation bar	The System displays the File Menu				
145	Select <Print> option from the file menu	The System displays the Print Menu				
146	Select the <Print> button	The System prints the document				
147	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Award Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
148	<b>Admin User Seeks Email Reports</b>					
149	Select <C. Email> link from the left navigation bar	The System displays the Email Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed. Links include General Reports Final Award Notification Tentative Award Notification Closeout Notifications Supplemental Award Notification Perkins Teacher Cancellation Award Notifications Hold School Notifications Safe Guard Procedures Notifications Safe Guard Activity Notifications ELC 1 First Notifications ELC 2 First Notifications ELC 3 First Notifications ELC Second Notifications Excess Cash Notifications Response Accepted - No Payment Notifications Response Denied - No Payment Notifications Response Accepted - Partial Payment Notifications Response Denied - Partial Payment Notifications FCC Returned Notifications Title III Waiver Notifications Under Use Waiver Notifications Community Service Waiver Notification Award Modification Notifications				
150	<b>Admin User Seeks General Email Reports</b>					
151	Select the <Final Award Notification> link under General Reports	The System displays the Final Award Notification report				
152	Select <File> from the top navigation bar	The System displays the File Menu				
153	Select <Print> option from the file menu	The System displays the Print Menu				
154	Select the <Print> button	The System prints the document				
155	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Email Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
156	Select the <Tentative Award Notification> link under General Reports	The System displays the Final Award Notification report				
157	Select <File> from the top navigation bar	The System displays the File Menu				
158	Select <Print> option from the file menu	The System displays the Print Menu				
159	Select the <Print> button	The System prints the document				
160	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Email Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
161	Select the <Closeout Notification> link under General Reports	The System displays the Tentative Award Notification report				
162	Select <File> from the top navigation bar	The System displays the File Menu				

Step:	Value to Enter	Expected Results	Actual Results	Pass/Fail	SIR#	Test Conditions
163	Select <Print> option from the file menu	The System displays the Print Menu				
164	Select the <Print> button	The System prints the document				
165	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Email Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
166	Select the <Supplemental Award Notification> link under General Reports	The System displays the Supplemental Award Notification report				
167	Select <File> from the top navigation bar	The System displays the File Menu				
168	Select <Print> option from the file menu	The System displays the Print Menu				
169	Select the <Print> button	The System prints the document				
170	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Email Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
171	Select the <Perkins Service Cancellation Award Notifications> link under General Reports	The System displays the Perkins Service Cancellation Award Notifications report				
172	Select <File> from the top navigation bar	The System displays the File Menu				
173	Select <Print> option from the file menu	The System displays the Print Menu				
174	Select the <Print> button	The System prints the document				
175	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Email Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
176	Select the <Hold School Notifications> link under General Reports	The System displays the Hold School Notifications report				
177	Select <File> from the top navigation bar	The System displays the File Menu				
178	Select <Print> option from the file menu	The System displays the Print Menu				
179	Select the <Print> button	The System prints the document				
180	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Email Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
181	Select the <Safe Guard Procedures Notifications> link under General Reports	The System displays the Deobligation Notifications report				
182	Select <File> from the top navigation bar	The System displays the File Menu				
183	Select <Print> option from the file menu	The System displays the Print Menu				
184	Select the <Print> button	The System prints the document				
185	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Email Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
186	Select the <Safe Guard Activity Notifications> link under General Reports	The System displays the PART Notifications report				
187	Select <File> from the top navigation bar	The System displays the File Menu				
188	Select <Print> option from the file menu	The System displays the Print Menu				
189	Select the <Print> button	The System prints the document				
190	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Email Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
191	Select the <ELC I First Notifications> link under General Reports	The System displays the PLIST Notifications report				



Step:	Value to Enter	Expected Results	Actual Results	Pass/Fail	SIR#	Test Conditions
192	Select <File> from the top navigation bar	The System displays the File Menu				
193	Select <Print> option from the file menu	The System displays the Print Menu				
194	Select the <Print> button	The System prints the document				
195	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Email Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
196	Select the <ELC 2 First Notifications> link under General Reports	The System displays the PLIST Notifications report				
197	Select <File> from the top navigation bar	The System displays the File Menu				
198	Select <Print> option from the file menu	The System displays the Print Menu				
199	Select the <Print> button	The System prints the document				
200	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Email Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
201	Select the <ELC 3 First Notifications> link under General Reports	The System displays the PLIST Notifications report				
202	Select <File> from the top navigation bar	The System displays the File Menu				
203	Select <Print> option from the file menu	The System displays the Print Menu				
204	Select the <Print> button	The System prints the document				
205	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Email Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
206	Select the <ELC Second Notifications> link under General Reports	The System displays the PLIST Notifications report				
207	Select <File> from the top navigation bar	The System displays the File Menu				
208	Select <Print> option from the file menu	The System displays the Print Menu				
209	Select the <Print> button	The System prints the document				
210	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Email Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
211	Select the <Excess Cash Notifications> link under General Reports	The System displays the PLIST Notifications report				
212	Select <File> from the top navigation bar	The System displays the File Menu				
213	Select <Print> option from the file menu	The System displays the Print Menu				
214	Select the <Print> button	The System prints the document				
215	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Email Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
216	Select the <Response Accepted- No Payment Notifications> link under General Reports	The System displays the PLIST Notifications report				
217	Select <File> from the top navigation bar	The System displays the File Menu				
218	Select <Print> option from the file menu	The System displays the Print Menu				
219	Select the <Print> button	The System prints the document				
220	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Email Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				

Step:	Value to Enter	Expected Results	Actual Results	Pass/Fail	SIR#	Test Conditions
221	Select the <Response Denied- No Payment Notifications> link under General Reports	The System displays the PLIST Notifications report				
222	Select <File> from the top navigation bar	The System displays the File Menu				
223	Select <Print> option from the file menu	The System displays the Print Menu				
224	Select the <Print> button	The System prints the document				
225	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Email Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
226	Select the <Response Accepted- Partial Payment Notifications> link under General Reports	The System displays the PLIST Notifications report				
227	Select <File> from the top navigation bar	The System displays the File Menu				
228	Select <Print> option from the file menu	The System displays the Print Menu				
229	Select the <Print> button	The System prints the document				
230	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Email Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
231	Select the <Response Denied- Partial Payment Notifications> link under General Reports	The System displays the PLIST Notifications report				
232	Select <File> from the top navigation bar	The System displays the File Menu				
233	Select <Print> option from the file menu	The System displays the Print Menu				
234	Select the <Print> button	The System prints the document				
235	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Email Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
236	Select the <FCC Returned Notifications> link under General Reports	The System displays the PLIST Notifications report				
237	Select <File> from the top navigation bar	The System displays the File Menu				
238	Select <Print> option from the file menu	The System displays the Print Menu				
239	Select the <Print> button	The System prints the document				
240	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Email Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
241	Select the <Title III Waiver Notifications> link under General Reports	The System displays the Title III Waiver Notifications report				
242	Select <File> from the top navigation bar	The System displays the File Menu				
243	Select <Print> option from the file menu	The System displays the Print Menu				
244	Select the <Print> button	The System prints the document				
245	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Email Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
246	Select the <Under Use Waiver Notifications> link under General Reports	The System displays the Under Use Waiver Notifications report				
247	Select <File> from the top navigation bar	The System displays the File Menu				
248	Select <Print> option from the file menu	The System displays the Print Menu				
249	Select the <Print> button	The System prints the document				

Step:	Value to Enter	Expected Results	Actual Results	Pass/Fail	SIR#	Test Conditions
250	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Email Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
251	Select the <Community Service Waiver Notification> link under General Reports	The System displays the Community Service Waiver Notification				
252	Select <File> from the top navigation bar	The System displays the File Menu				
253	Select <Print> option from the file menu	The System displays the Print Menu				
254	Select the <Print> button	The System prints the document				
255	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Email Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
256	Select the <Award Modification Notifications> link under General Reports	The System displays the Accounting Notifications				
257	Select <File> from the top navigation bar	The System displays the File Menu				
258	Select <Print> option from the file menu	The System displays the Print Menu				
259	Select the <Print> button	The System prints the document				
260	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Email Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
261	<b>Admin User Seeks FISAP Reports</b>					
262	Select <D. FISAP Reports> link from the left navigation bar	<p>D. FISAP</p> <p>Select a link to view a report. The report will open in a new window. To close the report, select the Close button at the bottom of the report. You must select a school and Campus-Based year to view reports in the Reports by School column.</p> <p><b>General Reports</b>  Batch Report  Incomplete Report  No Submitted FISAP and/or Signature Report  Submission Statistics  FISAP Quality Control Summary Report  FISAP Quality Control Report</p> <p><b>Reports By School</b>  FISAP Quality Control Report  FISAP - All Parts  FISAP - Part 1  FISAP - Part 2  FISAP - Part 3  FISAP - Part 4  FISAP - Part 5  FISAP - Part 6  FISAP - Additional Information  Validation Errors  Allocation Report  Reallocation</p>				
263	<b>Admin User Seeks General FISAP Reports</b>					
264	Select the <Batch Report> link under General Reports	The System displays the Batch Report				
265	Select <File> from the top navigation bar	The System displays the File Menu				
266	Select <Print> option from the file menu	The System displays the Print Menu				
267	Select the <Print> button	The System prints the document				
268	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the FISAP Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				

Step:	Value to Enter	Expected Results	Actual Results	Pass/Fail	SIR#	Test Conditions
269	Select the <Incomplete Report > link under General Reports	The System displays the Incomplete Report				
270	Select <File> from the top navigation bar	The System displays the File Menu				
271	Select <Print> option from the file menu	The System displays the Print Menu				
272	Select the <Print> button	The System prints the document				
273	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the FISAP Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
274	Select the <No Submitted FISAP and/or Signature Report> link under General Reports	The System displays the No Submitted FISAP and/or Signature Report				
275	Select <File> from the top navigation bar	The System displays the File Menu				
276	Select <Print> option from the file menu	The System displays the Print Menu				
277	Select the <Print> button	The System prints the document				
278	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the FISAP Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
279	Select the <Submission Statistics> link under Reports by School	The System displays the FISAP- Additional Information PDF				
280	Select <File> from the top navigation bar	The System displays the File Menu				
281	Select <Print> option from the file menu	The System displays the Print Menu				
282	Select the <Print> button	The System prints the document				
283	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Award Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
284	Select the <FISAP Quality Control Summary Report> link under Reports by School	The System displays the FISAP Quality Control Summary Report				
285	Select <File> from the top navigation bar	The System displays the File Menu				
286	Select <Print> option from the file menu	The System displays the Print Menu				
287	Select the <Print> button	The System prints the document				
288	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Award Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
289	Select the <FISAP Quality Control Report> link under Reports by School	The System displays the FISAP Quality Control Report				
290	Select <File> from the top navigation bar	The System displays the File Menu				
291	Select <Print> option from the file menu	The System displays the Print Menu				
292	Select the <Print> button	The System prints the document				
293	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Award Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
294	<b>Admin User Seeks FISAP Reports by School</b>					
295	Select the <Serial #> radio Button from the top navigation bar	Button populated with a black dot when selected				HS003
296	Enter <003510> in the field Labeled 'Search For'	Field Accepts Value				HS003
297	Select <2002-2003> from a dropdown menu labeled "Campus-Based Year"	Field Populates with correct year				HS003
298	Click <Go> Button	The system populates the School Name in the Name Field and 003510 in the Serial Number Field.				

Step:	Value to Enter	Expected Results	Actual Results	Pass/Fail	SIR#	Test Conditions
299	Select the <FISAP Quality Control Report> link under Reports by School	The System displays the FISAP Quality Control Report				
300	Select <File> from the top navigation bar	The System displays the File Menu				
301	Select <Print> option from the file menu	The System displays the Print Menu				
302	Select the <Print> button	The System prints the document				
303	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the FISAP Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
304	Select the <Serial #> radio Button from the top navigation bar for .	Button populated with a black dot when selected				HS003
305	Enter <000001> in the field Labeled 'Search For'	Field Accepts Value				HS003
306	Select <2002-2003> from a dropdown menu labeled "Campus-Based Year"	Field Populates with correct year				HS003
307	Click <Go> Button	The system populates the School Name in the Name Field and 000001 in the Serial Number Field.				
308	Select the <FISAP-All Parts> link under Reports by School	The System displays the FISAP-All Parts				
309	Select <File> from the top navigation bar	The System displays the File Menu				
310	Select <Print> option from the file menu	The System displays the Print Menu				
311	Select the <Print> button	The System prints the document				
312	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the FISAP Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
313	Select the <FISAP-Part 1> link under Reports by School	The System displays the FISAP- Part 1 PDF				
314	Select <File> from the top navigation bar	The System displays the File Menu				
315	Select <Print> option from the file menu	The System displays the Print Menu				
316	Select the <Print> button	The System prints the document				
317	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the FISAP Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
318	Select the <FISAP-Part 2> link under Reports by School	The System displays the FISAP- Part 2 PDF				
319	Select <File> from the top navigation bar	The System displays the File Menu				
320	Select <Print> option from the file menu	The System displays the Print Menu				
321	Select the <Print> button	The System prints the document				
322	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the FISAP Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
323	Select the <FISAP-Part 3> link under Reports by School	The System displays the FISAP- Part 3 PDF				
324	Select <File> from the top navigation bar	The System displays the File Menu				
325	Select <Print> option from the file menu	The System displays the Print Menu				
326	Select the <Print> button	The System prints the document				
327	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the FISAP Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
328	Select the <FISAP-Part 4> link under Reports by School	The System displays the FISAP- Part 4 PDF				
329	Select <File> from the top navigation bar	The System displays the File Menu				

Step:	Value to Enter	Expected Results	Actual Results	Pass/Fail	SIR#	Test Conditions
330	Select <Print> option from the file menu	The System displays the Print Menu				
331	Select the <Print> button	The System prints the document				
332	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the FISAP Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
333	Select the <FISAP-Part 5> link under Reports by School	The System displays the FISAP- Part 5 PDF				
334	Select <File> from the top navigation bar	The System displays the File Menu				
335	Select <Print> option from the file menu	The System displays the Print Menu				
336	Select the <Print> button	The System prints the document				
337	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the FISAP Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
338	Select the <FISAP-Part 6> link under Reports by School	The System displays the FISAP- Part 6 PDF				
339	Select <File> from the top navigation bar	The System displays the File Menu				
340	Select <Print> option from the file menu	The System displays the Print Menu				
341	Select the <Print> button	The System prints the document				
342	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the FISAP Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
343	Select the <FISAP-Additional Information> link under Reports by School	The System displays the FISAP- Additional Information PDF				
344	Select <File> from the top navigation bar	The System displays the File Menu				
345	Select <Print> option from the file menu	The System displays the Print Menu				
346	Select the <Print> button	The System prints the document				
347	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the FISAP Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
348	Select the <Validation Errors> link under Reports by School	The System displays the FISAP- Validation Errors				
349	Select <File> from the top navigation bar	The System displays the File Menu				
350	Select <Print> option from the file menu	The System displays the Print Menu				
351	Select the <Print> button	The System prints the document				
352	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the FISAP Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
353	Select the <Allocation Report> link under Reports by School	The System displays the Allocation Report				
354	Select <File> from the top navigation bar	The System displays the File Menu				
355	Select <Print> option from the file menu	The System displays the Print Menu				
356	Select the <Print> button	The System prints the document				
357	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the FISAP Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
358	Select the <Reallocation Report> link under Reports by School	The System displays the Allocation Report				
359	Select <File> from the top navigation bar	The System displays the File Menu				
360	Select <Print> option from the file menu	The System displays the Print Menu				
361	Select the <Print> button	The System prints the document				

Step:	Value to Enter	Expected Results	Actual Results	Pass/Fail	SIR#	Test Conditions
362	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the FISAP Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
363	<b>Admin User Seeks Hold School Reports</b>					
364	Select <E. Hold School Reports> link from the left navigation bar	The System displays the FISAP Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed. Links include <b>General Reports</b> The following links are in the General Reports column of the Hold Schools Reports page: Hold Schools Listing Hold Schools Only <b>Reports By School</b> The following links are in the Reports By School column of the Hold Schools Reports page: Hold Schools Cover Letter Hold School Reason Letter				
365	<b>Admin User Seeks General Hold School Reports</b>					
366	Select the <Hold Schools Listing> link under General Reports	The System displays the Hold Schools Listing Report				
367	Select <File> from the top navigation bar	The System displays the File Menu				
368	Select <Print> option from the file menu	The System displays the Print Menu				
369	Select the <Print> button	The System prints the document				
370	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Hold School Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
371	<b>Admin User Seeks Hold Schools Reports by School</b>					
372	Select the <Serial #> radio Button from the top navigation bar	Button populated with a black dot when selected				HS003
373	Enter <004515> in the field Labeled 'Search For'	Field Accepts Value				HS003
374	Select <2002-2003> from a dropdown menu labeled "Campus-Based Year"	Field Populates with correct year				HS003
375	Click <Go> Button	The system populates the School Name in the Name Field and 004515 in the Serial Number Field.				
376	Select the <Hold Schools Reason Letter> link under Reports by School	The System displays the Hold Schools Reason Letter				
377	Select <File> from the top navigation bar	The System displays the File Menu				
378	Select <Print> option from the file menu	The System displays the Print Menu				
379	Select the <Print> button	The System prints the document				
380	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Hold Schools Page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
381	<b>Admin User Seeks PART Reports</b>					
382	Select <F. PART> link from the left navigation bar	The System displays the FISAP Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed. Links include <b>General Reports</b> The following links are in the General Reports column of the FISAP Reports page: None <b>Reports By School</b> The following links are in the Reports By School column of the FISAP Reports page: Activity Report Letter Procedure Report Letter				
383	<b>Admin User Seeks PART Reports by School</b>					
384	Select the <Serial #> radio Button from the top navigation bar	Button populated with a black dot when selected				HS003

Step:	Value to Enter	Expected Results	Actual Results	Pass/Fail	SIR#	Test Conditions
385	Enter <001299> in the field Labeled 'Search For'	Field Accepts Value				HS003
386	Select <2002-2003> from a dropdown menu labeled "Campus-Based Year"	Field Populates with correct year				HS003
387	Click <Go> Button	The system populates the School Name in the Name Field and 001299 in the Serial Number Field.				
388	Select the <Activity Report Letter> link under Reports by School	The System displays the FISAP Quality Control Report				
389	Select <File> from the top navigation bar	The System displays the File Menu				
390	Select <Print> option from the file menu	The System displays the Print Menu				
391	Select the <Print> button	The System prints the document				
392	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the PART Page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
393	Select the <Procedure Report Letter> link under Reports by School	The System displays the FISAP Quality Control Report				
394	Select <File> from the top navigation bar	The System displays the File Menu				
395	Select <Print> option from the file menu	The System displays the Print Menu				
396	Select the <Print> button	The System prints the document				
397	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the PART Page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
398	<b>Admin User Seeks PLIST Reports</b>					
399	Select <G. PLIST Reports> link from the left navigation bar	<p>The System displays the PLIST Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.</p> <p>G. PLIST</p> <p>Select a link to view a report. The report will open in a new window. To close the report, select the Close button at the bottom of the report. You must select a school and Campus-Based year to view reports in the Reports by School column.</p> <p><b>General Reports</b>            ELC Report - ELC Type: 1, 2, 3            Liquidation: Liquidating Report            Liquidation: Liquidated Report            Liquidation: Closed/Partial Liquidation Report            Non-Respondents Report            First Letter Response            No First Letter Response - ELC Type: 1, 2, 3            Status of Default            Schools With Potential ELC</p> <p><b>Reports By School</b>            ELC I: Potential ELC - First Letter            ELC I: Potential ELC - Second Letter</p>				
400	<b>Admin User Seeks General PLIST Reports</b>					
401	Select the <Liquidation: Liquidating Report> link under General Reports	The System displays the Liquidation: Liquidating Report				
402	Select <File> from the top navigation bar	The System displays the File Menu				
403	Select <Print> option from the file menu	The System displays the Print Menu				
404	Select the <Print> button	The System prints the document				
405	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the PLIST Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
406	Select the <Liquidation: Liquidated Report> link under General Reports	The System displays the Liquidation: Liquidated Report				
407	Select <File> from the top navigation bar	The System displays the File Menu				



Step:	Value to Enter	Expected Results	Actual Results	Pass/Fail	SIR#	Test Conditions
408	Select <Print> option from the file menu	The System displays the Print Menu				
409	Select the <Print> button	The System prints the document				
410	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the PLIST Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
411	Select the <Liquidation: Closed/Partial Liquidation Report> link under General Reports	The System displays the Liquidation: Closed/Partial Liquidation Report				
412	Select <File> from the top navigation bar	The System displays the File Menu				
413	Select <Print> option from the file menu	The System displays the Print Menu				
414	Select the <Print> button	The System prints the document				
415	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the PLIST Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
416	Select the <Non-Respondents Report> link under General Reports	The System displays the Non-Respondents Report				
417	Select <File> from the top navigation bar	The System displays the File Menu				
418	Select <Print> option from the file menu	The System displays the Print Menu				
419	Select the <Print> button	The System prints the document				
420	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the PLIST Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
416	Select the <First Letter Response> link under General Reports	The System displays the First Letter Response- ELC Type 1				
417	Select <File> from the top navigation bar	The System displays the File Menu				
418	Select <Print> option from the file menu	The System displays the Print Menu				
419	Select the <Print> button	The System prints the document				
420	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the PLIST Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
421	Select the <No First Letter Response- ELC Type 1> link under General Reports	The System displays the No First Letter Response- ELC Type 1				
422	Select <File> from the top navigation bar	The System displays the File Menu				
423	Select <Print> option from the file menu	The System displays the Print Menu				
424	Select the <Print> button	The System prints the document				
425	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the PLIST Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
426	Select the <No First Letter Response- ELC Type 2> link under General Reports	The System displays the No First Letter Response- ELC Type 2				
427	Select <File> from the top navigation bar	The System displays the File Menu				
428	Select <Print> option from the file menu	The System displays the Print Menu				
429	Select the <Print> button	The System prints the document				
430	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the PLIST Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
431	Select the <No First Letter Response- ELC Type 3> link under General Reports	The System displays the No First Letter Response- ELC Type 3				
432	Select <File> from the top navigation bar	The System displays the File Menu				

Step:	Value to Enter	Expected Results	Actual Results	Pass/Fail	SIR#	Test Conditions
433	Select <Print> option from the file menu	The System displays the Print Menu				
434	Select the <Print> button	The System prints the document				
435	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the PLIST Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
436	Select the <Status of Default> link under General Reports	The System displays the Status of Default				
437	Select <File> from the top navigation bar	The System displays the File Menu				
438	Select <Print> option from the file menu	The System displays the Print Menu				
439	Select the <Print> button	The System prints the document				
440	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the PLIST Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
441	Select the <Schools with Potential ELC> link under General Reports	The System displays the Schools eCampus-Based Reports Schools With Potential Excess Liquid Capital Report As Of June 30, 2001 \$10,000 Minimum				
442	Select <File> from the top navigation bar	The System displays the File Menu				
443	Select <Print> option from the file menu	The System displays the Print Menu				
444	Select the <Print> button	The System prints the document				
445	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the PLIST Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
441	<b>Admin User Seeks PLIST Reports by School</b>					
442	Select the <Serial #> radio Button from the top navigation bar for .	Button populated with a black dot when selected				HS003
443	Enter <000079> in the field Labeled 'Search For'	Field Accepts Value				HS003
444	Select <2002-2003> from a dropdown menu labeled "Campus-Based Year"	Field Populates with correct year				HS003
445	Click <Go> Button	The system populates the School Name in the Name Field and 000079 in the Serial Number Field.				
446	Select the <ELCI: Potential ELC- First Letter> link under Reports by School	The System displays the ELC I: Potential ELC- First Letter				
447	Select <File> from the top navigation bar	The System displays the File Menu				
448	Select <Print> option from the file menu	The System displays the Print Menu				
449	Select the <Print> button	The System prints the document				
450	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the PLIST Page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
451	Select the <ELCI: Potential ELC- Second Letter> link under Reports by School	The System displays the ELCI: Potential ELC- Second Letter				
452	Select <File> from the top navigation bar	The System displays the File Menu				
453	Select <Print> option from the file menu	The System displays the Print Menu				
454	Select the <Print> button	The System prints the document				
455	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the PLIST Page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
456	Select the <ELCII: Potential ELC- First Letter> link under Reports by School	The System displays the ELCII: Potential ELC- First Letter				

Step:	Value to Enter	Expected Results	Actual Results	Pass/Fail	SIR#	Test Conditions
457	Select <File> from the top navigation bar	The System displays the File Menu				
458	Select <Print> option from the file menu	The System displays the Print Menu				
459	Select the <Print> button	The System prints the document				
460	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the PLIST Page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
461	Select the <ELCIII: Potential ELC- First Letter> link under Reports by School	The System displays the ELCIII: Potential ELC- First Letter				
462	Select <File> from the top navigation bar	The System displays the File Menu				
463	Select <Print> option from the file menu	The System displays the Print Menu				
464	Select the <Print> button	The System prints the document				
465	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the PLIST Page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
466	<b>Admin User Seeks Waiver Reports</b>					
467	Select <H. Waiver Reports> link from the left navigation bar	The System displays the FISAP Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed. Links include <b>General Reports</b> The following links are in the General Reports column of the Waivers Reports page: Community Service Approval Report Community Service Denial Report Title III Approval Report Under Use Approval Reports Under Use Denial Report <b>Reports By School</b> The following links are in the Reports By School column of the Waivers Reports page: Community Service Cover Page Community Service Status Letter Title III Cover Page Title III Status Letter Under Use Cover Page Under Use Status Letter				
468	<b>Admin User Seeks General Waiver Reports</b>					
469	Select the <Community Service Report> link under General Reports	The System displays the Community Service Report				
470	Select <File> from the top navigation bar	The System displays the File Menu				
471	Select <Print> option from the file menu	The System displays the Print Menu				
472	Select the <Print> button	The System prints the document				
473	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Waiver Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
474	Select the <Title III Approval Report> link under General Reports	The System displays the Title III Approval Report				
475	Select <File> from the top navigation bar	The System displays the File Menu				
476	Select <Print> option from the file menu	The System displays the Print Menu				
477	Select the <Print> button	The System prints the document				
478	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the FISAP Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
479	Select the <Under Use Reports> link under General Reports	The System displays the Under Use Report				
480	Select <File> from the top navigation bar	The System displays the File Menu				

Step:	Value to Enter	Expected Results	Actual Results	Pass/Fail	SIR#	Test Conditions
481	Select <Print> option from the file menu	The System displays the Print Menu				
482	Select the <Print> button	The System prints the document				
483	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays theWaiver Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
484	<b>Admin User Seeks Waivers Reports by School</b>					
485	Select the <Serial #> radio Button from the top navigation bar for .	Button populated with a black dot when selected				HS003
486	Enter <006037> in the field Labeled 'Search For'	Field Accepts Value				HS003
487	Select <2002-2003> from a dropdown menu labeled "Campus-Based Year"	Field Populates with correct year				HS003
488	Click <Go> Button	The system populates the School Name in the Name Field and 006037 in the Serial Number Field.				
489	Select the <Community Service Cover Page> link under Reports by School	The System displays the Community Service Cover Page				
490	Select <File> from the top navigation bar	The System displays the File Menu				
491	Select <Print> option from the file menu	The System displays the Print Menu				
492	Select the <Print> button	The System prints the document				
493	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Waivers Page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
494	Select the <Community Service Status Letter> link under Reports by School	The System displays the Community Service Status Letter				
495	Select <File> from the top navigation bar	The System displays the File Menu				
496	Select <Print> option from the file menu	The System displays the Print Menu				
497	Select the <Print> button	The System prints the document				
498	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Waivers Page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
499	Select the <Serial #> radio Button from the top navigation bar for .	Button populated with a black dot when selected				HS003
500	Enter <000070> in the field Labeled 'Search For'	Field Accepts Value				HS003
501	Select <2002-2003> from a dropdown menu labeled "Campus-Based Year"	Field Populates with correct year				HS003
502	Click <Go> Button	The system populates the School Name in the Name Field and 000070 in the Serial Number Field.				
503	Select the <Under Use Cover Page> link under Reports by School	The System displays the Under Use Cover Page				
504	Select <File> from the top navigation bar	The System displays the File Menu				
505	Select <Print> option from the file menu	The System displays the Print Menu				
506	Select the <Print> button	The System prints the document				
507	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Waivers Page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
508	Select the <Under Use Status Letter> link under Reports by School	The System displays the Community Service Status Letter				
509	Select <File> from the top navigation bar	The System displays the File Menu				
510	Select <Print> option from the file menu	The System displays the Print Menu				
511	Select the <Print> button	The System prints the document				

Step:	Value to Enter	Expected Results	Actual Results	Pass/Fail	SIR#	Test Conditions
512	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Waivers Page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
513	Select the <Serial #> radio Button from the top navigation bar for .	Button populated with a black dot when selected				HS003
514	Enter <004414> in the field Labeled 'Search For'	Field Accepts Value				HS003
515	Select <2002-2003> from a dropdown menu labeled "Campus-Based Year"	Field Populates with correct year				HS003
516	Click <Go> Button	The system populates the School Name in the Name Field and 004414 in the Serial Number Field.				
517	Select the <Title III Cover Page> link under Reports by School	The System displays the Title III Cover Page				
518	Select <File> from the top navigation bar	The System displays the File Menu				
519	Select <Print> option from the file menu	The System displays the Print Menu				
520	Select the <Print> button	The System prints the document				
521	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Waivers Page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
522	Select the <Title III Status Letter> link under Reports by School	The System displays the Title III Status Letter				
523	Select <File> from the top navigation bar	The System displays the File Menu				
524	Select <Print> option from the file menu	The System displays the Print Menu				
525	Select the <Print> button	The System prints the document				
526	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Waivers Page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
527	<b>Admin User Seeks Custom Reports</b>					
528	Select <I. Custom> link from the left navigation bar	<p>The System displays the FISAP Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed. Links include I. Custom</p> <p>Select a link to view a report. The report will open in a new window. To close the report, select the Close button at the bottom of the report. You must select a school and Campus-Based year to view reports in the Reports by School column.</p> <p><b>General Reports</b>  Campus-Based System Master File - Alpha Sort  Campus-Based System Master File - Serial Sort  Campus-Based System Master File - State Sort  Edit Error Frequency Report *  Average Expenditure Per Student **  Congressional Notification Report  Net Worth Report  Default Rate Comparison Report  FISAPs Submitted After Final Awards Processing Report  Fiscal Operation Report Summary by National Totals</p> <p><b>Reports by School:</b> None</p>				
529	<b>Admin User Seeks General Custom Reports</b>					
530	Select the <Campus-Based System Master File- Alpha Sort> link under General Reports	The System displays the Campus-Based System Master File- Alpha Sort				
531	Select <File> from the top navigation bar	The System displays the File Menu				
532	Select <Print> option from the file menu	The System displays the Print Menu				
533	Select the <Print> button	The System prints the document				

Step:	Value to Enter	Expected Results	Actual Results	Pass/Fail	SIR#	Test Conditions
534	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Custom Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
535	Select the <Campus-Based System Master File- Serial Sort> link under General Reports	The System displays the Campus-Based System Master File- Serial Sort				
536	Select <File> from the top navigation bar	The System displays the File Menu				
537	Select <Print> option from the file menu	The System displays the Print Menu				
538	Select the <Print> button	The System prints the document				
539	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Custom Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
540	Select the <Campus-Based System Master File- State Sort> link under General Reports	The System displays the Campus-Based System Master File- State Sort				
541	Select <File> from the top navigation bar	The System displays the File Menu				
542	Select <Print> option from the file menu	The System displays the Print Menu				
543	Select the <Print> button	The System prints the document				
544	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Custom Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
545	Select the <Edit Error Frequency Report> link under General Reports	The System displays the Edit Error Frequency Report				
546	Select <File> from the top navigation bar	The System displays the File Menu				
547	Select <Print> option from the file menu	The System displays the Print Menu				
548	Select the <Print> button	The System prints the document				
549	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Custom Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
550	Select the <Average Expenditure Per Student> link under General Reports	The System displays the Average Expenditure Per Student				
551	Select <File> from the top navigation bar	The System displays the File Menu				
552	Select <Print> option from the file menu	The System displays the Print Menu				
553	Select the <Print> button	The System prints the document				
554	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Custom Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
555	Select the <Congressional Notification Report> link under General Reports	The System displays the Congressional Notification Report				
556	Select <File> from the top navigation bar	The System displays the File Menu				
557	Select <Print> option from the file menu	The System displays the Print Menu				
558	Select the <Print> button	The System prints the document				
559	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Custom Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
560	Select the <Net Worth Report> link under General Reports	The System displays the Net Worth Report				
561	Select <File> from the top navigation bar	The System displays the File Menu				
562	Select <Print> option from the file menu	The System displays the Print Menu				
563	Select the <Print> button	The System prints the document				

Step:	Value to Enter	Expected Results	Actual Results	Pass/Fail	SIR#	Test Conditions
564	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Custom Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
565	Select the <Default Rate Comparison Report> link under General Reports	The System displays the Default Rate Comparison Report				
566	Select <File> from the top navigation bar	The System displays the File Menu				
567	Select <Print> option from the file menu	The System displays the Print Menu				
568	Select the <Print> button	The System prints the document				
569	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Custom Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
570	Select the <FISAP Submitted After Final Awards Report> link under General Reports	The System displays the FISAP Submitted After Final Awards Report				
571	Select <File> from the top navigation bar	The System displays the File Menu				
572	Select <Print> option from the file menu	The System displays the Print Menu				
573	Select the <Print> button	The System prints the document				
574	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Custom Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
575	Select the <Fiscal Operation Report Summary by National Totals> link under General Reports	The System displays Fiscal Operation Report Summary by National Totals				
576	Select <File> from the top navigation bar	The System displays the File Menu				
577	Select <Print> option from the file menu	The System displays the Print Menu				
578	Select the <Print> button	The System prints the document				
579	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Custom Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
580	<b>Admin User Wants to Log Out of the System</b>					
581	Select <Log Out> link from the left navigation bar	The system displays a warning message. There is a yes or no button.				
582	Select <Yes> button	The System displays the Campus-Based Admin Login page.				